



Request to Inspect and/or Copy Public Records Access to Public Records

State of Rhode Island, Department of Administration
Division of Purchases

One Capitol Hill, Providence Rhode Island, 02908

www.purchasing.ri.gov

Tel: (401) 222-2142

Fax: (401) 222-6387

Pursuant to Chapter 38-2 entitled "Access to Public Records"

This form must be completed, signed and returned to the above address. Copies of this form may be obtained at Division of Purchases or at www.purchasing.ri.gov.

Request to inspect: _____

Request to Obtain Copies: _____

REQUESTOR'S INFORMATION:

REQUESTOR: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

TELEPHONE NO: _____ FAX NO: _____

E-MAIL ADDRESS: _____

RECORDS REQUESTED:

Title/Document ID # (Insert Bid/RFP Number, Purchase Order Number, etc.): _____

Description of records requested. If you need more space, attach a separate sheet to this form.

FORMAT REQUESTED : _____ Paper _____ Fax _____ e-mail
(if available)

I hereby request to inspect and/or receive copies of public records that are requested above. The documents requested ARE _____ ARE NOT _____ sought for the purpose of pending litigation involving Rhode Island Division of Purchases or the State of Rhode Island.

SIGNATURE OF REQUESTOR

PRINTED NAME: _____

DATE: _____

INSTRUCTIONS

POLICIES AND PROCEDURES:

This request to inspect or copy records is governed by the provisions of R.I. Gen. Laws Chapter 38-2-1 *et seq.* entitled "Access to Public Records" and applicable provisions of the Purchasing Act contained R.I. Gen.Laws § 37-2-1 *et seq.* These provisions include R.I.Gen.Laws § 37-2-18, which states in part that "Subsequent to the awarding of a bid, all documents pertinent to the awarding of the bid shall be made available and open to public inspection" prior to the awarding of a bid, such documents are not publicly available.

The release of records is subject to the provisions of Chapter 38-2, specifically R.I.Gen.Laws § 38-2-2 ("Definitions"), 38-2-3 (Procedures for access"), 38-2-4 ("Cost"), and 38-2-7 ("Denial of access"). Chapter 38-2 is contained in Volume 6A of the General Laws of Rhode Island and is available for review at public libraries or on-line at <http://www.rilin.state.ri.us/Statutes/TITLE38/38-2/INDEX.HTM>.

Public records that are readily available for inspection at Division offices may be reviewed, upon completion of an access to public records request, between the hours of 8:30 AM and 3 PM weekdays. In order to make an appointment to inspect these records, contact the Division of Purchases at (401) 222-2142. For records that are not readily available, submitted request forms will be reviewed according to the provisions of Chapter 38-2. The requestor will be notified in writing as to what records are publicly available and the fees that must be paid before copies of these records will be released.

STATEMENT OF FEES FOR RETRIEVAL AND/OR COPYING:

Pursuant to R.I.Gen.Laws § 38-2-4 the Department of Administration **may charge a fee of \$.15 per page and an hourly rate of \$15.00 per hour for time spent searching and copying.** However, no fee will be charged for the first 30 minutes for search and retrieval. For copies on paper other than 8 ½" x 11" or 8½" x 14", or copies made available on media different than that on which the information is stored, the requestor will be charged at the actual production and/or reproduction cost. After the Division determines the fee for the requested records, the requestor will be provided with an estimate of the cost. Copies of records that may be properly released will be mailed after payment has been received.

Rhode Island Vendor Information Program website (www.rivip.ri.gov)

Certain information on bids, bid results, contract awards and purchase orders is available electronically on the Rhode Island Vendor Information Program website (www.rivip.ri.gov). Access to the website is available at all local libraries. Hard copies of information available on the website may be printed from the website. To obtain assistance using the website, contact the RIVIP Help Desk at (401) 222-2142 x 134 or email helpdesk@purchasing.state.ri.us